

**DELAWARE
FORM DE2210-I**

**INSTRUCTIONS FOR COMPLETION OF FORM DE-2210
(FOR UNDERPAYMENT OF ESTIMATED TAXES)**

2000

Purpose of Form

Use Form DE2210 to compute your penalty for underpaying your estimated taxes. Because this form is complicated, we recommend that you let the Division of Revenue figure the penalty for you unless you meet the conditions described under *Who Should Use This Form*.

Who Must Pay the Underpayment Penalty:

In general, you will owe the penalty for 2000 if you did not pay at least the smaller of:

1. 90% of the tax shown on Line 14 of the 2000 Delaware Resident Tax Return (Line 47 of the Non-Resident Form); or
2. The Tax balance shown on Line 14 of your 1999 return (Line 47 of the Non-Resident Return). **Note: If you are not a farmer or fisherman and your Adjusted Gross Income (AGI) on the 1999 return is in excess of \$150,000, or, if Married Filing Separately for 1999, more than \$75,000, you must pay at least 106% of that tax balance.**

The penalty is figured separately for each installment due date. Therefore, you may owe the penalty for an earlier due date even if you paid enough tax to make up the underpayment (even if you are due a refund when you file your return).

Exceptions to the Penalty:

You will not have to pay the penalty if either:

1. You had no Delaware tax liability in the previous year (Line 14 on the 1999 Resident return or Line 47 on the Non-Resident form); or
2. The tax minus non-refundable credits (Line 14 or 47 of the 2000 Delaware return) shown on your return MINUS the amount of your Delaware withholding & S Corp payments for 2000 (Line 15 + Line 17 on the Resident or Line 48 + Line 50 of the Non-Resident) is less than \$400.; or,
3. You were a Part Year resident during 2000; or,
4. You derived at least 2/3 of your Gross income from farming or fishing, and paid the total estimated tax due on January 15th 2001, or filed your return by March 1, 2001 AND paid the total tax due at that time.

Waiver of the Penalty:

Once the penalty has been assessed you may request a waiver of the penalty by writing to:

Tax Conferee
Delaware Division of Revenue
P O Box 8911
Wilmington, DE 19899-8911

Reasons for requesting waiver are:

1. The underpayment was due to a casualty, disaster, or other unusual circumstance (explain the circumstance); or,
2. In 1999 or 2000 you retired after age 62 or became disabled.

If one of these reasons apply to you, DO NOT check the 2210 indicator box and DO NOT submit the form. You will be given a chance to request the waiver after the penalty has been assessed.

Who should use this Form?

You may choose to use the **Short Method** (Part 2) of this form if you made **equal** estimated payments on or before the dates they were due. Or you may choose to use the **Annualized Method** (Part 3) of this form if your income was earned unevenly throughout the year. If you choose to compute your penalty via this form, you **MUST** check

the 2210 indicator box in the upper right hand portion of your return, and include Form DE2210 with your return.

Specific Instructions

The DE 2210 is divided into 5 parts as follows:

1. The Required Annual Payment
2. The Short Method
3. Annualized Income Installment Method
4. Computation of the Over/Underpayment
5. Computation of the Penalty

1. The Required Annual Payment.

Use this part to figure the amount of your required annual payment. **Note: line numbers in parentheses refer to lines on the Non-Resident Form.**

- A. Enter 90% of Line 14 (Line 47) from your 2000 Delaware Return.
- B. Enter 100 % (106% if your 1999 Delaware AGI is more than 150,000 or 75,000 if filing status is 3) of Line 14 (Line 47) of your 1999 Delaware Return.
- C. Enter the smaller of Line A or B.
- D. Enter the total of your Delaware withholding and any S Corp payments made on your behalf.
- E. Subtract Line D from Line C. This is your *required annual payment*, which should have been made in 4 equal payments. **Note: if this amount is \$400 or less, stop here. You do not owe the penalty.**

2. The Short Method.

Once you have figured the required annual payment, you may use the Short Method ONLY if:

- a. You made no estimated payments; or
- b. You paid estimated tax in 4 **equal** amounts on or before the due dates (May 1st, June 15th, September 15th, and January 16th).

You may not use the Short Method if you made any of the payments late.

Line by Line instructions:

- F. Enter the total of your Estimated payments.
- G. Total Underpayment for the year (Subtract Line F from Line E). If zero or less stop here. You do not owe the penalty.
- H. Multiply Line G times 0.12.
- I. If the amount on Line G was paid on or after April 30, 2001, enter zero (0). If it was paid before April 30, 2001, count the number of days from the date you paid the amount on Line G to April 30, 2001. Multiply the number days times 0.0005 times the amount on Line G and enter the results on Line I.
- J. Subtract Line I from Line H. This is your penalty for underpayment of Estimated Taxes. Add this amount to the other penalties and interest due on Line 23 of the Resident return and Line 56 of the Non-Resident return.

Remember to check the 2210 indicator box, and submit a copy of Form DE2210 with your return.

3. The Annualized Installment Method.

This method should be used by individuals whose income is earned in an uneven fashion throughout the year. Examples would be receiving large Capital Gains or bonuses late in the year.

Individuals using Filing Status 4 should complete a separate DE 2210 through Line 35/36 for each person then combine (net) the amounts on Lines 35 and 36 into one DE 2210 before computing the penalty.

To use this form, enter the income and deductions applicable to each period as follows:

Column 1 enter the income/deductions for the period 01/01/2000 through 03/31/2000

Column 2 enter the income/deductions for the period 01/01/2000 through 05/31/2000

Column 3 enter the income/deductions for the period 01/01/2000 through 08/31/2000

Column 4 enter the income/deductions for the period 01/01/2000 through 12/31/2000

Line by Line Instructions (Line numbers in parenthesis refer to the Non-Resident Return)

1. Non-Resident indicator. If you are a **Non-Resident or Part-Year Resident** using the Non-Resident tax form, put an "X" in this box. **Part-Year Residents using the Non-Resident return should follow the instructions for Non-Residents.**
2. Enter your Delaware AGI from Line 1 (Line 37) of your 2000 Delaware return for the periods indicated. Example: in the Third column enter your AGI for the period January 1, 2000 through August 31, 2000.
3. This Line has been filled in.
4. Multiply Line 2 by Line 3 for each column (this is your annualized income for each period).
5. Enter your Delaware Itemized Deductions for each period indicated. If you did not itemize your deductions, enter zero (0) and skip to Line 8.
6. This Line has been filled in.
7. Multiply Line 5 times Line 6 for each column.
8. Enter the Delaware Standard Deduction and Additional Standard Deduction (if applicable) Amounts. **Note: the same number should be entered in each column.**
9. Delaware Deductions. If you used Itemized deductions enter the amounts from Line 7 in each column. If you used the Delaware Standard Deduction, enter the amount from Line 8 in each column.
10. Delaware Taxable Income. Subtract Line 9 from Line 4.
11. Tax. Using the tax table or tax schedule, figure the tax on the amount on Line 10 for each column.
12. Tax on Lump Sum. See the instructions for tax on lump sum distributions (Line 7) in the Resident Instruction Booklet (Page 5).
13. This is your total tax. Add Lines 11 and 12.
14. **Non-Residents only.** Multiply Line 13 times the Proration Percentage from the center of Line 42 of your tax return.
15. Enter the Total Personal Credit amount. Include any personal credits for being 60 or over (if applicable).
16. **Non-Residents only.** Multiply Line 15 times the Proration Percentage from the center of Line 42 of your Tax Return.
17. Other non-refundable credits. Add Lines 10, 11, & 12 of the Resident (or Lines 44 & Line 45 of Non-Resident) tax return, and enter here.
18. Residents subtract Line 15 plus Line 17 from Line 13. **Non-Residents and Part Year Residents** subtract Line 16 plus Line 17 from Line 14.
19. Multiplier. This number is pre-printed.
20. Multiply Line 18 times the amount on Line 19 for each column.

NOTE: From this point on, complete Lines 21 through 27 down each column before going to the next column.

21. Blank for the first column. Enter the sum of all previous Lines 27 for the remaining columns (in Column 3 you are adding Column 1 Line 27 plus Column 2 Line 27).
22. Subtract Line 21 from Line 20. If 0 or less, enter 0.
23. Enter 1/4th of your Required Annual Payment from Part 1, Line E.
24. Blank for the first column. For all other columns enter the amount from Line 26 of the previous column.
25. Add Line 23 and Line 24.

26. Subtract Line 22 from Line 25. If zero or less, enter zero (0).
27. Enter the **Smaller** of Line 22 or 25 here and on Line 28.

4. Computing the over/under payment.

In this section you will compute the amount of your over/under payment for each period.

28. Enter the amount from Part 3, Line 27.
29. Enter the amount of Estimated Payments made on your behalf **FOR EACH PERIOD ONLY**. In column 1 enter the payments for the period January 1st through May 1st. In the second column enter the payments made from May 2nd through June 15th. In the third column enter the payments made between June 16th and September 15th, and in the fourth column enter the payments made between September 16th and January 16th.

NOTE: Complete Lines 30 through Line 36 down each column before going to the next column.

30. Blank for Column 1. Enter *previous* Line 36 amount for all other columns (ie. Column 2 equals Line 36 Column 1, Column 3 equals Line 36 Column 2, etc.).
31. Blank for Column 1. For all other columns add Lines 29 & 30.
32. Blank for Column 1. For all other columns, add amounts from Lines 34 and 35 of the *previous column* (ie. Column 2 equals Line 34 Column 1 plus Line 35 Column 1, etc.).
33. For Column 1 only, enter amount from Line 29. For other columns, subtract Line 32 from Line 31. If zero (0) or less, enter zero (0).
34. Blank for column 1. For all other columns if Line 33 = 0, then subtract Line 31 from Line 32. Otherwise, enter zero (0).
35. Underpayment. If Line 28 is equal to or **larger** than Line 33, subtract Line 33 from Line 28, and go to Line 30 of the next column. Otherwise, go to Line 36.
36. Overpayment. If Line 33 is **larger** than Line 28, subtract Line 28 from Line 33. Then go to Line 30 of the next column.

5. Computing the Penalty.

Figure the penalty by applying the appropriate rate against each underpayment shown on Line 35 for as long as an underpayment remains. Adjust this amount as payments are made.

37. These are the dates the payments on Line 35 are due.
38. Compute the number of days between the due date on Line 37 and the date the amount on Line 35 is paid or April 30, 2001 whichever is earlier. Stop the computation when the total underpayment for the year has been paid or April 30, 2001 whichever is earlier. Repeat the computation for each column. **(NOTE: If the amount due is not paid with one payment, the penalty for the period should be figured on a separate sheet and the total entered on this Line. Example, If Line 35 shows an underpayment of \$300, and if \$200 was paid on June 15th, and \$200 was paid on September 15th, the penalty would be figured for 46 days on \$300, and 92 days on \$100. The remaining \$100 of the payment made in September is available to be applied to the June 15th underpayment, if necessary.)**
39. Multiply Line 38 times 0.0005.
40. Multiply Line 39 times Line 35. This is the penalty for the period. Repeat the computation for each column.
41. Sum the columns for a total penalty.

Enter the amount of the penalty you computed by either the Short Method or the Annualized Method on Line 23 of the Resident or on Line 56 of the Non-Resident return. **Please remember to check the 2210 Indicator box and submit a copy of this form with your return.**